

Volume VI, Section 1— Direct Loan (DL) Tools for Windows, Release 4.0

Table of Contents

Overview	VI-1-3
Using DL Tools without EDEExpress	VI-1-4
DL Tools Release 4.0 Enhancements and Changes	VI-1-5
Removal of 2000-2001 and 2001-2002 Functionality	VI-1-5
Browse Dialog Box	VI-1-5
Cash Management	VI-1-5
Label Changes on Import Edit Report, Cash Reports, and SAS Cash Summary	VI-1-6
Updated Position of Transaction Date (Field #17) in Disbursement Detail External Add (DLEXDISB) Record Layout.....	VI-1-6
Skipped Loan and Disbursement Records Identified on Disbursement Detail External Add (DLEXDISB) Import Edit Report	VI-1-7

Previous Disbursement Sequence Number Required for 2004-2005 Disbursement Detail External Add (DLEXDISB)	VI-1-7
2004-2005 SAS Message Classes Added.....	VI-1-7
Rebuild Record Layout Updates	VI-1-8
Rebuild – Disbursement Order.....	VI-1-9
Rebuild – 2004-2005 Anticipated/Actual Disbursements.....	VI-1-10
Rebuild – Action Date.....	VI-1-10
Rebuild – Phase-In Participant Fields	VI-1-10
Disbursement Date Range – Report Filter	VI-1-11
Total Amounts Calculated on SAS Loan and Disbursement Detail Reports.....	VI-1-11
Transaction Date Range for Cash Reports	VI-1-12
Getting Help	VI-1-13
Online Help	VI-1-13
CPS/SAIG Technical Support.....	VI-1-13
Additional Assistance.....	VI-1-14

Overview

Direct Loan (DL) Tools for Windows, Release 4.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov.

DL Tools is a multi-year Windows based application designed to provide the following functionality related to all Direct Loan schools' software:

- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Compare the School Account Statement (SAS) report loan/disbursement data to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS report cash data to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track cash receipts (drawdowns) and Returns of Excess Cash (2002-2003 and 2003-2004) and Refunds of Cash (2004-2005) for Direct Loan.

DL Tools processes data for multiple cycles. Release 4.0 contains Rebuild, Cash Management, and Compare functionalities for the 2002-2003, 2003-2004, and 2004-2005 cycles.

All Direct Loan schools can use the Compare and Cash Management functionalities. The Rebuild process is for schools to rebuild an EDEExpress database in the Direct Loan module. Non-EDEExpress users have the option of exporting data from a rebuilt EDEExpress database to recreate other needed non-EDEExpress loans or databases. For information on exporting from EDEExpress to an external system and creating File Formats, see Volume V of the *2004-2005 COD Technical Reference*.

Important DL Tools Comparison Reports Note: DL Tools Loan and Disbursement Comparison Reports **are designed to be run using the SAS Reports with YTD detail, not monthly detail.** Please see **DLB-02-36** for information about default settings and SAS Option Selections. You can choose other options (YTD detail, for example) by contacting your COD School Relations customer service representative at 800/848-0978 or by e-mail at CODSupport@acs-inc.com or by accessing the COD Web site at cod.ed.gov.

Using DL Tools without EDEExpress

If you do not use EDEExpress, you can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools to compare your data to the SAS.

- To add school cash data, import the External Cash file (DLEXCASH).
- To add school loan data, import the External Loan file (DLEXLOAN).
- To add school disbursement data, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume VI, Section 3 of the *2004-2005 COD Technical Reference*.

Note: These record layouts are used without header or trailer records.

When creating your external files, use the standard file names of DLEXCASH, DLEXLOAN, and DLEXDISB as noted at the top of each record layout. You need to include a carriage return/line feed (CR/LF) (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no end of file (EOF) marker is required, just the CR/LF markers.

After you have created your external files, open the DL Tools software and select **File**, and then **Import**. The options in this dialog box direct you through the steps to import these data files into DL Tools.

DL Tools Release 4.0 Enhancements and Changes

The following enhancements and changes are incorporated into DL Tools for Windows, Release 4.0.

Removal of 2000-2001 and 2001-2002 Functionality

DL Tools Release 4.0 contains Rebuild, Cash Management, and Compare functionalities for the 2002-2003, 2003-2004, and 2004-2005 cycles only. We have removed all functionality, field labels, and other options related to 2000-2001 and 2001-2002 program cycles.

Most prominently, imports and report options related to the 732 report are no longer available.

Note: You can continue to work with 2000-2001 and 2001-2002 data, including the 732 report, using DL Tools for Windows Version 3.1.

Browse Dialog Box

If you upgrade to DL Tools Release 4.0, the Record Source column on the Browse dialog box, which is accessible through the Tools menu is updated. All records in Version 3.1, with a Record Source of **L** (Loan Origination Center, or LOC), update to **C** (COD) in Release 4.0.

Cash Management

The following two enhancements to Cash Management are available in DL Tools Release 4.0:

- For the 2004-2005 program cycle and subsequent cycles, Cash Management Transaction Type **X** records are considered a “Refund of Cash.” For 2002-2003 and 2003-2004, Cash Management Transaction Type **X** records will continue to represent a “Return of Excess Cash.”
- When a Cash data entry is updated, DL Tools maintains the original Record Source for the Cash data entry. For example, if a Cash entry has a Record Source of **E** (External) and you manually adjust and save a change to the Transaction Amount or Transaction Date, the Record Source will remain **E** and will not be updated to **M** (Manual).

Label Changes on Import Edit Report, Cash Reports, and SAS Cash Summary

The following label changes are implemented for the Import Edit reports, Cash reports, and the SAS Cash Summary to more accurately describe the data displayed:

- Updated **Total Net Cash Receipts** to read **Net Drawdowns/Payments**
- Updated **Net Booked Disbursements** to read **Booked Disbursements**
- Updated **Net Booked Adjustments** to read **Booked Adjustments**
- Updated **Total Booked Loan Detail** to read **Total Net Booked Disbursements**
- Updated **Net Unbooked Disbs** to read **Unbooked Disbursements Actual**
- Updated **Net Unbooked Adjustments** to read **Unbooked Adjustments**
- Updated **Total Unbooked Loan Detail** to read **Total Net Unbooked Disbursements**
- Updated **Adjusted Ending Cash Balance** to read **Cash > Accepted and Posted Disbursements**
- Updated **Total Return of Excess Cash** to read **Total Refunds of Cash Records** (for 2004-2005 reports only)

Updated Position of Transaction Date (Field #17) in Disbursement Detail External Add (DLEXDISB) Record Layout

We have changed the field number for Transaction Date from Field #16 to Field #17 in the Disbursement Detail External Add Record Layout in Section 3 and updated the description in the Field Name column. The DL Tools Disbursement Detail External Add import process requires you to import the date of an accepted disbursement (which is either Disbursement Sequence Number 01 or if a later Disbursement Type **Q** [Adjusted Disbursement Date] was accepted) record into the Transaction Date field. DL Tools uses Field #17 for the compare processes.

Skipped Loan and Disbursement Records Identified on Disbursement Detail External Add (DLEXDISB) Import Edit Report

We have enhanced the import edit report generated following the import of a Disbursement Detail External Add (DLEXDISB) file to distinguish between skipped loan records and skipped disbursement records.

Previous Disbursement Sequence Number Required for 2004-2005 Disbursement Detail External Add (DLEXDISB)

The Previous Disbursement Sequence Number is added as Field #15 (after the Disbursement Sequence Number) in the Disbursement Detail External Add (DLEXDISB) record layout in Section 3. This field is only applicable to 2004-2005 records, and should be left blank in 2002-2003 and 2003-2004 import files.

The Previous Disbursement Sequence Number is used to process disbursement transactions in the correct order, and is required for all Direct Loan disbursements with a disbursement sequence number of 66 to 90. Valid values for this two-byte numeric field are 00 to 90 or blank.

- Blank and 00 (zero-filled) values for this field are only applicable to initial disbursement records and not to records with Disbursement Type **A** (Disbursement Adjustment) or **Q** (Adjusted Disbursement Date); for all other disbursement records, a valid Previous Disbursement Sequence Number of 01 to 90 must be used.
- As a result of this record layout change, the record length for the Disbursement Detail External Add file has increased from 95 bytes to 97 bytes.

2004-2005 SAS Message Classes Added

DL Tools Release 4.0 is updated to allow for the import of 2004-2005 fixed-length SAS Loan Level and Disbursement Level file message classes. The new message classes are:

DSDF05OP Fixed Length – Disbursement Level

DSL05OP Fixed Length – Loan Level

Rebuild Record Layout Updates

DL Tools Release 4.0 supports the Full Participant Rebuild record layout for 2004-2005 rebuilds, as well as 2002-2003 and 2003-2004 rebuilds. Rebuild files will continue to receive Rebuild files in flat-file format (not Extensible Markup Language [XML]).

The following fields are added to the Full Participant Rebuild record layout for all cycles (although values for these fields will be blank in 2002-2003 and 2003-2004 Rebuild files):

- The **CPS Transaction Number** (positions 919 to 920) is added to the 2004-2005 Rebuild Origination Detail record layout as a numeric field with valid values of 01 to 99. When rebuilding a 2004-2005 Origination record, the CPS Transaction Number field is imported and creates the CPS Transaction Number for the indicated Loan ID
Note: For 2003-2004 rebuilds, records are always rebuilt with a CPS Transaction Number of 99.
- The **Endorser Amount** (positions 921 to 925) is added to the 2004-2005 Rebuild Origination Detail record layout as a numeric field. The value must be greater than zero, equal to zero, or blank. When rebuilding a 2004-2005 EDEExpress database, the Endorser Amount field is ignored and is *not* created in the rebuilt EDEExpress database.
- The **Disbursement Release Indicator (DRI)** (position 113) is added to the 2004-2005 Rebuild Disbursement Detail record layout with valid values of **Y** (True), **N** (False), or blank. When rebuilding a 2004-2005 EDEExpress database, a Disbursement Release Indicator of **Y** updates the DRI checkbox on the DL disbursement table for the indicated loan ID. When rebuilding a 2004-2005 EDEExpress database, a DRI of **N** or blank will be ignored and is *not* created in the rebuilt EDEExpress database.
- The **Previous Disbursement Sequence Number** (positions 114 to 115) is added to the 2004-2005 Rebuild Disbursement Detail record layout as a numeric field with valid values of 00 to 90, or blank. DL Tools does not use this field during 2004-2005 EDEExpress rebuilds.

The following modified field values are added to the Full Participant Rebuild record layout for **both 2003-2004 and 2004-2005** and are used to rebuild Origination Detail records in EDEExpress as appropriate:

- **Default/Overpay Code** (position 173) rebuilds valid values of **N** (No), **Z** (Overridden by School), and **Y** (Yes). The value of **Y** is new for 2002-2003, 2003-2004, and 2004-2005.
- **Student's Default/Overpay Code** (position 843) rebuilds valid values of **N** (No), **Z** (Overridden by School), and **Y** (Yes). The value of **Y** is new for 2002-2003, 2003-2004, and 2004-2005.
- **Promissory Note Print Code** (position 780) rebuilds valid value of **F** (On-site Custom System) in addition to existing valid values for this field.
- **Electronic MPN Indicator** (position 918) rebuilds valid values of **Y** (Electronic MPN) and blank (paper).
 - **Disclosure Statement Print Code** (position 984) rebuilds valid values of **Y** (COD Prints), **R** (COD Reprint), and **S** (School Prints). The value of **S** is new for both 2003-2004 and 2004-2005.
 - **MPN Print Status** (position 1037) rebuilds valid values of **A** (Accepted), **R** (Rejected), and **X** (Pending).

The following modified field value is added to the Full Participant Rebuild record layout for **both 2003-2004 and 2004-2005** and is used to rebuild Disbursement Detail records in EDEExpress as appropriate:

- **First Disbursement Flag** (position 91) rebuilds valid values of **Y** (First Disbursement) and blank.

Rebuild – Disbursement Order

DL Tools Release 4.0 continues to rebuild and display disbursement transactions in the rebuilt EDEExpress database, in the same order that COD placed the disbursements in the Rebuild file. This sort order applies to rebuilds for all award years available in Release 4.0.

Rebuild – 2004-2005 Anticipated/Actual Disbursements

For 2004-2005, when a disbursement is on file with COD, an anticipated disbursement is always sent in the Rebuild file within the Origination Detail (“O”) records. When an actual disbursement is on file, COD returns the actual disbursement (highest disbursement sequence number) fields in the appropriate anticipated disbursement fields in the Rebuild Origination Detail record **and** returns the **same** disbursement fields in the appropriate actual disbursement fields in the Disbursement Detail (“D”) records.

When an anticipated disbursement with no corresponding actual disbursement is on file with COD, the anticipated disbursement fields are sent in the appropriate anticipated disbursement fields in the Rebuild Origination Detail (“O”) record file **only**. No Rebuild Disbursement Detail (“D”) record is returned, for the loan, if an accepted actual disbursement is not on file with COD.

Rebuild – Action Date

When rebuilding a 2004-2005 EDEExpress database, each disbursement record’s Action Date field on the Direct Loan Disburse tab will be populated with the Disbursement Date sent in positions 26 to 33 of the Rebuild Disbursement Detail record for that disbursement.

Rebuild – Phase-In Participant Fields

When rebuilding a 2004-2005 EDEExpress database, DL Tools Release 4.0 skips the "blank" or zero-filled fields intended for COD Phase-In Participants only. The following fields in the 2004-2005 Rebuild file will always be "blank" or zero-filled for COD Full Participants (all EDEExpress users):

- Borrower’s Alien Registration Number
- Disbursement Activity
- Additional Unsubsidized Eligibility for Dependent Student
- Original Disbursement Date of an Adjusted Disbursement Date (Q) Activity

Disbursement Date Range – Report Filter

We have added Disbursement Date Range as a filter option on the print dialog box for the Disbursement Detail Comparison Report for program cycle 2004-2005 and subsequent cycles.

When a date range is entered in this field, DL Tools will only compare disbursement records added by external import to DL Tools or within EDEExpress whose disbursement date falls within the Disbursement Date Range designated ***and*** before the End Date of the most recently imported SAS.

EDEExpress disbursement records with a Disbursement Type of **Q** (Adjusted Disbursement Date) are always excluded from this report.

Note: Disbursement adjustments submitted to COD after the End Date of the SAS are listed as unmatched on the report, even if the adjusted disbursement date you have submitted to COD technically falls before the SAS End Date. The determining factor in this situation is the date COD processed the adjustment, not the adjusted disbursement date.

Total Amounts Calculated on SAS Loan and Disbursement Detail Reports

The SAS Loan and Disbursement Detail reports available for all program cycles in DL Tools Release 4.0 now display totals for the following categories:

- Total Booked Loans
- Total Unbooked Loans
- Total Loans
- Total Disbursements
- Total Loan Gross Amount
- Total Loan Net Amount

Transaction Date Range for Cash Reports

For the 2004-2005 program cycle, the Transaction Date Range can now be used as a filter option on the print dialog box for the Cash Report when the Disbursement Data Source is **External**, provided there are externally added disbursement records in the DL Tools Release 4.0 database that meet the other criteria set on the print dialog.

For both 2002-2003 and 2003-2004 program cycles, the Transaction Date Range filter can only be used if the Disbursement Data Source is **EDExpress**.

Getting Help

Online Help

DL Tools Release 4.0 provides on-line help to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the *Using Help* topic in the online Help for more information.

CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT).

Or

E-mail CPS/SAIG Technical Support at:

CPSSAIG@pearson.com

A representative will respond within 24 business hours.

Note: Make sure you include both your TG number and your telephone number in your message.

If you have questions regarding DL Tools policy issues, you can call FSAP Customer Service Call Center. You can reach them Monday through Friday, 9 a.m. - 5 p.m. (ET), at 800/433-7327.

You can also e-mail inquiries, comments, or suggestions 24 hours a day to fsa.customer.support@ed.gov.

Additional Assistance

You can also post questions regarding the DL Tools software on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.

Department staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.